FOR MYSORE STATE

104,006—4-11-49.

Revenue (195/) Department.

Ms. SERIES.

G.O. NO. 2914

closed
KMW
Supdt., Rec'L

Dated 7th NOVEMBER 1951

[Despatch Abstract.]

Establishment — Temporary — (South Kanara) — Asst. Commr's. Office, Mangalore — Employment of an attender in the record section Sanctioned.

Revenue Department.
Subject.

Establishment - Temporary - (South Kanara) - Collector's Office, Mangalore - Employment of an attender in the record section owing to increase in work - Proposals - Submitted.

....

Station; M a d r a s. Ref.No.Z.930/51. d/ 3 --1 --51.

From

Sri H.G. Thomas, B.A., Joint Secretary, Board of Revenue

Sri V.S. Hejmadi, I.A.S., Commissioner of Civil Supplies and Food Production.

*****

Read: From the Collector of South Kanara, J.No. 555/51 A.1 dated 27--3--51.

...

RETURNS:

Submitted to the Government.

2. In the circumstances reported by the Collector of South Kanara the Board requests that the Government may be pleased to sanction the employment of an attender in the record section of the Collector's Office, South Kanara, for a period of six months from the date of appointment, in the first instance.

For JOINT SECRETARY.

To The Secretary to Government,
Revenue Department, Madras
(with a copy of Collector's letter)

Copy to Collector of South Kanara.

JV/22.X.

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C.No.6655/51-E1

South Kanara Collector's Office,
Mangalore, Dated 27-9-1951

From

Sri. A. R. Rajaratnam, B.A.,
Collector of South Kanara.

To

The Secretary to the Board of Revenue,
(Land Revenue) Chepauk, Madras 5
(in duplicate)

Sir,

ESTABLISHMENT -(South Kanara) - Collector's Office, angalore - Employment of an attender in the record room owing to increase in work - sanction - report.

The volume of work to be turned out in my office Record Room has increased in leaps and bounds within recent years. I enclose a statement showing the receipt of papers in my office since 1940 and the issues back from the record room of old disposal files to the different sections for reference every year since 1945. This statement does not include the receipts of records registers and other disposals from the Treasury branch of my office. The statement does not also show the receipts of disposed of periodicals of the different branches, the filed papers under different "F" numbers, gazettes and books and publications etc.

2. Till 1948, two peons were attending exclusively to the work in the record-room of my office. They attended to receipts and issues of disposals and records and were responsible for ensuring their proper replacement in the respective bundles. But after the reduction in the numbers of menial staff of my office ordered in G.O.No.326 Finance Department dated 5-4-48 and the issue of B.P.Mis No.80 dated 23-11-1948 25-1-1949(G.O.No.2807 Revenue Dated 23-11-48), there is only one peon attached to the record section of my office. The volume of work for this one peon is so great that much of the work either falls in arrears or is done after considerable delay. Some times they are not done at all, particularly the replacement of files handed back into the record room. I am of opinion that unless an intelligent and literate attender is exclusively attached to the record room, the condition of the records cannot improve. Very ofter it has been found impossible even to get the services of a literate peon to handle these records. The record keeper who is a Upper Division Clerk is in charge of the records but without the assistence of a literate peon to see to the compliance of the daily requisition slips and an attonder to see to the proper replacement of the new files daily received and the old disposal files, he finds it impossible to maintain the records in proper condition. Very often the peon working in the Records in his anxiety to clear off the arrears of replacement, keeps the pending files in some corner of the racks and this escapes the notice of the record keeper at least for some little period. When the Record Keeper detects t is, the current and the arrear works again become too great to be managed by him even with the assistance of more number of peons.

3. From the statistics furnished in the statement appended, it would be seen that while the receipts of papers per year were 12,589 in 1940, they are 46,485 in 1951. The issue of old disposal files to the several branches of the Collectorate made in compliance of requisition slips received from the clerks in 1945 was 11,592, while the same in 1951 has been 14,146. On the basis of 277 working days per year the present one peon and the clerk have to attend to 51 i sues of old disposals alone per day besides attending to a very large number of receipt of disposal files and their replacement.

Again the number of branches or section attached to the Collecotrate has also considerably increased since 1940. The Textile Section, the Civil Supplies Section, Minor Irrig Section are the new additi nal sections opened in the Colleq

P.T.O.

Office. The records of these newly formed sections are also being maintained in the Collectorate record room. Taking the correspondence and the Treasury branches with the different sections attached to them, the number of clerks also has considerably increased in the recent years. I may say that the number of clerks has increased by 100% since 1940.

4. The record room has not yet been brought to a satisfactory condition in spite of best efforts. I find that the work there is more than what one clerk and one peon can manage. The reduced strength of peons for the rest of the sections of my office calculated on the basis of the number of clerks working in the correspondence and Treasury branches does not permit any one among them being spared for services in the record room even temporarily. The work in the record room therefore frequently falls into arrears.

5. I request that the Board may be pleased to recommend to Government for according sanction for the employment for an attender in the scale of 24-35 temporarily for a period of one year from the date of appointment for the present. He will be attached exclusively for work in the record room along with the peon now attached to it. The necessity for his continuance or otherwise beyond that period will be reported at the end of that period. I request urgent orders in the matter.

Yours faithfully,

For Collector.

ks/28-9

Statistics showing the number of papers received in the Collectorate, South Kanara excluding the Treasury Branch and the issues of disposal files made from the Record Room.

Year.	Receipts of papers for the year.	Average per day for 277 working days in the year.	Year.	Issues of disposals from the record room for the year.	Average per day for 277 working days in a year.	Remarks.
1	2	3	4	5	6	7
1940	12,589	46				
1941	13,511	48				
1942	14,020	50				
1943	15,152	55				
1944	17,946	65				
1945	20,091	73	1945	11,692	42	
1946	19,710	71	1946	13,545	48	
1947	28,184	102	1947	13,557	49	
1948	35,664	129	1948	14,007	65	
1949	43,544	157	1949	11,300	41	
1950	45,493	164	1950	12,168	44	
1951	46,495	168	1951	14,146	51	

For 1951
Col.2
Receipts up to 31-8-51 | 30,090

Col.5
Issues upto 31-8-51 | 9,411

S.Kanara Collector's Office,
Mangalore dated 27-9-51.
AM.28/9-51.

For Collector.

C. No. 74827-L/51

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1,002—21-9-51.

Revenue Department

Pl. see ~~Read~~ +1.
pp. 1-4 cf.

From the Board of Revenue, Reference No. Z. 930/51, dated 20. X. 1951

G. O. Ms. No. 2914 dated 7-11-51

The Government sanction the employment, ~~retention~~ of the additional staff specified in the Annexure below on the scales of pay and for the periods, etc., mentioned therein. The staff sanctioned will be eligible to draw the dearness allowance and other allowances admissible ~~to them~~ under the rules.

2. The expenditure should be debited to the appropriate sub-heads under "25. General Administration"

dtt 51
31-10-51
1.11.51

7/11/51

Estate — Temp. — (S. R.) —
Collr's office, Mangalore —
Employment of an attender
in the record section — Sanctioned.

To the Board of Revenue. (L. R.)
" Accountant-General through Finance Dept.
" Collector of South Kanara, Mangalore.

Issued in Secy.'s name
1/11/51

ANNEXURE

Office in which sanctioned. (1)	Staff sanctioned. (2)	G. O. in which last sanctioned. (3)	Purpose. (4)	Scale of pay. (5)	Period of present sanction. (6)
Collector's office, Mangalore.	one attender ~~for the record section~~		To cope with the increased work in the record section	Rs. 24/- to 35/- p.m.	For a period of six months from the date of appointment

dtt 51
31-10-51
1.11.51

7/11/51

Note. — Please see the reference from the Bd. of Rev. on pp. 1-4 cf. In the circumstance explained in the Collr.'s letter at pp. 2-3 cf. ~~p. 1 cf.~~ the Bd.'s recommendation to employ an attender for the record section of the

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~~for a period of six months~~ for a period of six months
Govt. is office may be accepted. Subject to orders, the draft order submitted above is for approval. Fin. may see for acceptance.

31.10.51
1.11.51

Rev. notesheet
7482 TC/51
a.1.XI.51

Finance (R2) 49.6

The draft order overleaf may be accepted. (Cost to R (Secta))

2.11.51

ADDITIONAL DEPUTY SECRETARY
80184
2 NOV 1951
FINANCE DEPARTMENT

3/11/51

Rev. Fin. No. 80184 Exp/51
3.11.51

ADDITIONAL ASST. SECRETARY TO GOVT.
77366
6 NOV 1951
REVENUE DEPARTMENT

To A.S.

Rev. Deptt.

The draft order overleaf may now issue.

6.11.51

7/11/51

Issued as G.O. Rt. No.
2814 Rev. dated 7.XI.51

P. Sankr.